



Cost Accountant II – Plymouth, MN

About Uni-Systems Engineering

Uni-Systems Engineering is a premier provider of custom mechanization for iconic structures and attractions that create unforgettable experiences. We partner with engineers, architects, and construction managers to mitigate risk and deliver functionally integrated, reliable structures. Our team of mechanical, structural, and electrical engineers deliver custom, project-specific solutions to complex and unprecedented engineering challenges. With expertise spanning industries such as Aerospace, Amusement and Entertainment, Stadiums and Ballparks, Telescope Observatories, and Custom Cranes, we bring engineering excellence to every project. Visit our website (www.uni-engineer.com) to learn more.

Job Summary

We are seeking a detail-oriented and experienced Cost Accountant II to join our finance team at Uni-Systems Engineering. In this role, you will perform a broad range of financial and accounting tasks, including job costing/project management, general ledger reconciliation, and accounts payable. You will manage project financial data by maintaining records, collaborating on budget development, generating reports, leading review meetings, and forecasting revenues and expenses. Additionally, you will continually monitor overall financial and budgetary metrics to uphold fiscal responsibility.

Responsibilities

- Support Project Teams by holding regular meetings to discuss all facets of the project to define and update project budgets, forecasts and resulting cost-to-complete
- Generate ad-hoc and weekly reports for management review
- Reconcile GL Asset, Liability, and Indirect accounts monthly, including corrective journal entries
- Oversee accounts receivable to insure accurate billings and deposits
- Process invoices for payment by verifying accuracy, reconciling to purchase orders, and making necessary adjustments
- Process employee expense reimbursements
- Share bi-weekly payroll processing responsibilities with Human Resources
- Write purchase orders as needed
- Reconcile the accounting system check register with the monthly bank statement
- Develop and update Cash Flow and Net Income Projection reports for management
- Conduct monthly Project Status meetings with project managers and executive leadership
- Prepare Labor Utilization Analysis monthly for management review
- Review budget estimates for completeness, accuracy, and conformance with procedures
- Provide back-up support for accounting personnel as needed



Job Requirements

- Must be a U.S. citizen or a U.S. permanent resident (current Green Card holder)
- Bachelor's degree in accounting
- 2+ years of applicable experience
- Excellent skills in gathering, organizing, and developing complex financial data and reports
- Strong cost accounting experience, including expertise in methods such as standard costing and variance analysis
- Advanced computer skills, with a high proficiency in Excel and familiarity with other accounting software and ERP systems
- Effective communication with management, employees, vendors, and customers
- Results-oriented with the ability to organize, plan, and prioritize work to meet deadlines
- Reliable and dependable, using exceptional organizational, administrative, and time management skills
- Demonstrates initiative, detailed accuracy, professionalism, and integrity when managing confidential information
- Experience with ADP or other payroll platforms

Benefits of Employment

- Competitive salary and growth opportunities.
- Comprehensive benefits package including medical, dental, vision, life, and disability insurance.
- 401(k) plan with above-market company matching.
- Generous paid time off (PTO) and paid company holidays.
- HSA and FSA options.
- A collaborative culture built on integrity, respect, innovation, value, and enterprise.

Contact

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